

Samantha Talarico

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2017
MAJOR: Management Information Systems
Overall GPA: 3.85 | Dean's List: Fall 2013, Spring 2014, Fall 2014, Spring 2015,
Fall 2015, Spring 2016

ACTIVITIES & AWARDS:

- Member, Golden Key International Honour Society, Spring 2015-Present
- Recipient, Gustav Auzenne Jr Memorial Scholarship, Spring 2016
- Recipient, IBIT QVC Scholarship, 2015
- Recipient, Dorothy Maron Accounting Scholarship, 2014

EXPERIENCE: CONVENIENT FOOD MARTS OF PA, Clark Summit, PA Summer 2016

Systems Analyst

- Assisted with data entry for POS system in preparation of opening new store.
- Organize data in POS system into departments and categories for easy access. Update inventory through POS.
- Compare profit margins with that of local competitors and communicate results with store manager.

TEMPLE UNIVERSITY, Philadelphia, PA

Spring 2016

Fox Peer Teacher

- Support MIS faculty member with administrative functions such as evaluating assignments for a class of 120 students.
- Meet with faculty member on weekly basis, attend the class meetings, and hold office hours.
- Assist students in learning material as well as provide additional help with technical based assignments for the introduction to MIS course.

TEMPLE UNIVERSITY, Philadelphia, PA

Fall 2015- Present

Technical Support for Professor

- Support MIS faculty member with administrative functions such as grading assignments and exams for a class of 120 students.
- Manage a schedule which includes helping and meeting students.
- Handle interaction with students as needed including filtering email messages and making sure that inquiries are handled.

SMOKIN' HOT SOLUTIONS, Philadelphia, PA

Fall 2016- Present

Intern

- Perform four hours of SEO for products on client's web site on a monthly basis.
- Utilize WordPress to add products to company website on weekly basis.
- Utilize Adobe Photoshop to resize images to be used on web page.
- Write blog posts on various topics for both client websites and company's website.

SKILLS:

- Microsoft Word, PowerPoint, Excel, SAP, MySQL, PHP, VMware, WordPress, HTML, CSS, NotePad++

